



GRANTS

Serving Cultural Diversity 2003 Grant Guidelines



This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.

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1. Introduction

The Serving Cultural Diversity Initiative has received Library Services and Technology Act (LSTA) funds to assist libraries in developing effective programs to serve diverse ethnic populations. Grant programs will emphasize effective needs assessment, building community partnerships, and developing outreach programs. Funds may be used to help libraries initiate new services or enhance existing services.

The goals of the Serving Cultural Diversity Initiative are:

- To empower library staff to reach out to diverse populations
- To increase the skill of library staff in working effectively with diverse populations
- To increase library programs/services to diverse communities in local areas

2. Library Eligibility

All types of libraries are eligible to apply for this grant cycle subject to LSTA eligibility guidelines. LSTA eligibility guidelines may be reviewed at:

<http://www.statelib.wa.gov/libraries/lsta/eligibility.aspx>. A copy of these guidelines may be requested by contacting Washington State Library (WSL) grants program staff as listed at the end of this document.

3. Project Eligibility

Although it is recognized that there are many other areas of focus for diversity within Washington State, the purpose of this grant cycle is to provide grant funds to libraries to develop or enhance programs to serve diverse ethnic populations. Applications should emphasize effective needs assessment, building community partnerships, and developing outreach programs. As part of the

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development of a new or enhanced library program in this interest area, one or more of the activities on the following list may be included as part of an overall program. This list is not exhaustive, but is intended to generate ideas.

- Collection development including the cataloging and processing of library materials
- Library instruction
- Marketing and marketing campaigns to diverse populations
- Needs assessment involving background research and direct involvement with the community and potentially affected populations
- New or enhanced library services
- Outreach to affected populations
- Staff training on working with culturally diverse populations
- Technical services/processing
- Technology/software
- Translation of brochures, signs, etc.

Preference for funding will be given to those applicants requesting funding for development and implementation of a program of direct service to diverse ethnic populations. Applicants requesting funding for completion of individual activities that are not described within the context of a larger program of direct service will not receive preference (e.g., collection development only, translation of brochures and signs only).

This is a competitive grant cycle. Libraries that meet the criteria listed below are invited to submit applications that will be reviewed and scored. In order to be eligible for the maximum number of points, libraries are encouraged to partner with other community organizations who are interested in similar programs. Libraries should also demonstrate that they are prepared to complete a substantial evaluation of the project and report results. Libraries previously receiving a Cultural Diversity grant may re-apply.

Criteria

- The Diversity program or service you propose will be new to your library or it will expand or enhance an existing Diversity program or service with the intent of reaching and attracting new library users from your user community. A library's user community is defined as the population eligible for service by your library. (Federal funds may not substitute for previously budgeted local funding.)
- The Diversity program or service you propose is based upon needs determined through a community involvement and needs assessment process – or – your library has determined that a portion of the grant funding is needed to conduct a community needs assessment in order to provide more effective service to ethnic populations. The needs assessment process that has been used or that is proposed should include direct contact with the population to be served by this grant or with community organizations already serving this population.
- Your library is encouraged to have one or more cooperative partners who will help develop and implement the Diversity programs or services, both during the grant period and beyond should the program or service prove successful and be continued. Stand alone projects are eligible for funding although cooperative projects are eligible to receive additional points in the application review process. Cooperative partnerships are defined as those involving one or more other community organizations, departments, or other entities outside of the library. It may also involve one or more independent library organizations (i.e., not branches or service outlets of

the same library system) that act together to take advantage of a common interest or need such as purchasing of library materials or coordinated staff training.

- Library staff and partners will be willing to share their experiences with other libraries in Washington State. This will include submission of detailed project reports to the Washington State Library as well as potentially contributing to conference programs, posting evaluations to the library Web site, and developing articles for distribution in appropriate library publications. Library staff and partners will be willing to participate in other data-gathering and evaluation efforts related to this grant cycle.

Also review Section 7. Requirements for additional information affecting project eligibility.

4. Funding Available

Overall funding to support this grant cycle is \$250,000. This grant cycle has a limit of \$50,000 per project. A local match is preferred, but not required. It is anticipated that five to eight applicants may receive awards. If funding will be used to start or enhance collections, this activity must be paired with an activity or service beyond just purchasing. Awards will be made contingent upon receipt of federal funds and distribution of those funds by the Washington State Library, a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative dates

- March 31, 2003 – Grant cycle opens
- May 30, 2003 – Applications are due at the Washington State Library
- July 14, 2003 – Anticipated date for awards by the Washington State Library
- August 29, 2003 – Contracts are fully executed, project implementation can begin. Project period is from the date of contract execution, anticipated to be no later than August 29, 2003, through August 31, 2004.
- August 31, 2004 – All contractual activity leading to project completion ends. Applicants proposing projects that use LSTA funding beyond August 31, 2004 will not be considered for this funding cycle.
- October 15, 2004 – Final reports and final reimbursement claims are submitted.

6. Application Process

Grant cycle opens on March 31, 2003. An announcement of the grant cycle is sent via mail to library directors, various listserv, and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials may be obtained by visiting the Washington State Library Web site and printing appropriate Web pages or downloading Word97 files. Materials may also be obtained by contacting the Grants Program staff as noted at the end of this document.

General questions regarding the application process may be obtained by contacting the Serving Cultural Diversity Initiative program manager or the Grants Program staff by e-mail or phone.

These staff members will not be involved in rating and scoring applications. Staffing limitations preclude review and comment on draft applications.

Deadline for funding proposals

Applications must be received at the Washington State Library by **5 p.m. Friday, May 30, 2003**. Faxed applications are **NOT** acceptable for this funding request. An application consists of one, single-sided original and one copy, clearly identifying the original. In addition, a copy of the application on 3.5 inch DOS formatted diskette or sent by e-mail is requested. Submit applications to the address below:

By Mail

*Grants Program
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460*

By Hand or Delivered

*Grants Program
Washington State Library
6880 Capitol Blvd S
Tumwater WA 98501-5513*

A review committee selected by the Washington State Library (WSL) will review the applications and forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information. Funds are distributed by application rank order within the funding capabilities.

After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

7. Requirements

- a) Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies before LSTA funds can be disbursed.
- b) The project period is from the date of contract execution (i.e., the contracting authority from both WSL and the sub-grantee have signed the contract) through the end of the period of performance noted within the contract. Project costs incurred prior to contract execution or after the end of the period of performance specified within the contract are the responsibility of the applicant/sub-grantee.
- c) Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- d) Applicant/sub-grantee overhead expenses and administrative costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.
- e) Applicants must commit to compliance with grant administration requirements. Quarterly progress reports will be submitted to WSL detailing activities performed or in progress toward the successful completion of the project. A final report will be submitted to WSL providing a complete summary of the project and of all grant activities. The contract document will indicate the latest date for submission of required quarterly and final reports. Reimbursement claims will be made on forms provided by WSL. Documentation of expenses will be required.

As part of the evaluation and reporting for the project, the final report will be expected to be detailed enough to enable another library to replicate the project. The report should include:

- A description of the project and the steps taken to implement it.
 - A description of other partners and their role in the project.
 - What was actually accomplished?
 - Lessons learned. (What worked well. What should be done differently if the project is repeated.)
 - Did the project achieve its stated goals? Why or why not?
 - Steps taken to evaluate the project. A summary of the response to the project from project partners, customers, and others.
 - A statement indicating how project results contribute to the overall goal of providing service and programs to diverse ethnic populations. If new populations are served, indicate which populations and approximately how many.
 - Will the project continue and if so, how will it be funded?
- f) Applicants must commit to participate in statistical information gathering and other surveys measuring the effectiveness of this proposal.
- g) **Children's Internet Protection Act (CIPA): New Certification Required**
Any public elementary or secondary school library submitting an application for LSTA funding is required to file a certification form regarding compliance with CIPA requirements. If the application is from a group of libraries or a library consortium, the lead library applicant must collect and retain the certification from every constituent public elementary or secondary school library and submit an overall certification on behalf of the group. Please see the State Library's web page for LSTA grants for background information and copies of the appropriate CIPA forms: <http://www.statelib.wa.gov/libraries/libDev/cipa.aspx>.
- h) The Washington State Library and the Institute of Museum and Library Services must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- i) All projects and activities must be completed and funds expended by August 31, 2004. Applicants proposing projects that will use LSTA funding beyond August 31, 2004, will not be considered for this grant cycle.

8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules and regulations such as:

- a) 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- b) 45 Code of Federal Regulations (CFR) Part 1185, Governmentwide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- c) Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions;
- d) Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments;

- e) Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations; and
- f) Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

CODE OF FEDERAL REGULATIONS (CFR)

The CFRs can be inspected by accessing the following URL:

<http://www.access.gpo.gov/nara/cfr/index.html>. Scrolling down toward the bottom of this page is a box labeled "Search Terms". To inspect 45 CFR Part 1183, enter 45CFR1183 in this box and click on the "Submit" button. A search list is returned that includes specific parts, sections, and subsections of 45 CFR Part 1183. If you are interested in inspecting the full title, scroll to the bottom of the page. You will find one item titled: 45CFR1183-- PART 1183--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title and is available as a text file (.txt) or as an Adobe Acrobat (.pdf) file. If you are interested in just a part of this overall title and you know the name for the specific section, such as Subawards to debarred and suspended parties, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1183 includes sections related to the scope and applicability of the provisions, financial administration requirements, contract administration requirements, and close-out of projects.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

The following OMB Circulars can be inspected by accessing the following URL:

<http://www.whitehouse.gov/OMB/grants/index.html>. Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

OTHER REQUIREMENTS:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

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- a) Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- b) Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- c) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- d) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- e) Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

9. Additional Information

Projects must conform to LSTA goals and fit within the goals and objectives of LSTA planning documents. The following may be used to provide a basic overview of this information.

The Six Goals for LSTA State Program Funds

Under the federal Museum and Library Services Act of 1996 and Subtitle B, Library Services and Technology, funds may be used, in any proportion, by state library agencies directly, and through sub-grants or cooperative agreements to individual libraries for:

1. Establishing or enhancing electronic links among or between libraries
2. Electronically linking libraries with educational, social, or information services
3. Assisting libraries in accessing information through electronic networks
4. Encouraging libraries in different areas and encouraging different types of libraries, to establish consortia and share resources
5. Paying costs for libraries to acquire or share computer systems and telecommunications technologies
6. Targeting library and information services to persons having difficulty using a library and to under-served urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

This grant cycle focuses on 6. "Targeting library and information services to persons having difficulty using a library and to under-served urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line".

Overview of Statewide Vision and Goals for Library Service

Purpose

This funding supports the goals of the ***Washington State Library Services and Technology Act Five-Year Plan FFY2003 – 2007***, July 26, 2002. A link to the LSTA Five-Year Plan may be found

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on the Washington State Library grants page,
<http://www.statelib.wa.gov/libraries/lsta/LSTAPlan03.pdf>.

Goals

The LSTA Five-Year Plan contains four primary goals. They are:

1. Washingtonians will have increased physical and remote electronic access to traditional and digital library resources and services in all areas of the state.
2. Washingtonians will have increased awareness of the library resources, and services that are available to them.
3. Washington libraries will provide enhanced and expanded library services, resources and programs to all segments of their communities.
4. Through consulting, training, and collaboration, Washington libraries will have an increased capacity to effectively serve customers.

For Questions and Additional Information

Web site: <http://www.statelib.wa.gov/lsta/grants.aspx>

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